

[Your Name]

[Your Phone Number] | [Your Email Address] | [Your City, State]
[Link to your portfolio or LinkedIn]

Education

[Name of Your High School], [City, State]
Graduation Date: [Month, Year]
Relevant Coursework: [List 2-3 relevant classes]
GPA: [Your GPA, e.g., 3.8/4.0]

Skills

- Technical Skills: [e.g., Excel, Python, Photoshop]
- Soft Skills: [e.g., Teamwork, Time Management]
- Languages: [e.g., Spanish (Fluent)]

Extracurricular Activities & Volunteer Experience

[Activity Name] | [Role] | [Start Date – End Date]

- [Describe your responsibility and outcome]
- [Another accomplishment or contribution]

[Activity Name] | [Role] | [Start Date – End Date]

- [Describe your role]
- [Result or skill gained]

Projects & Academic Achievements

[Project or Award] | [Date]

- [Describe what you built or achieved]
- [Highlight tools used and impact]

Work Experience

[Company Name] | [Job Title] | [City, State] | [Start Date – End Date]

- [Describe key responsibility]
- [Describe a measurable result or success]

How to Fill In Your Resume: Student Edition

- **Start With What You Have:** Don't worry if you've never had a job. Use your classes, school projects, clubs, and volunteering as proof of your skills and initiative.
- **Use Action Verbs:** Begin each bullet with a strong verb like Led, Designed, Created, Managed, or Built. These words make your contributions sound active and impactful.
- **Quantify Achievements:** Numbers catch attention! Try to include data like how many hours you worked, how many people you helped, or how much money you raised.
- **Focus on Results:** Always include the outcome. Don't just say what you did—explain how it helped or made a difference.
- **Customize for the Role:** If you're applying for a specific job, include the most relevant skills, experiences, and coursework that match what they're asking for.
- **Be Honest and Positive:** Never exaggerate. Instead, be proud of what you've accomplished, even if it feels small. Confidence matters.
- **Check Formatting and Spelling:** Use consistent formatting: same font, same bullet style, aligned dates. Then triple-check for typos—first impressions count.
- **Keep It to One Page:** As a high school student, your resume should fit on one page. Use concise language and only the best, most relevant experiences.

Sample Resume Example

Jordan Smith

555-123-4567 | jordan.smith@email.com | Austin, TX
linkedin.com/in/jordansmith

Education

Westlake High School, Austin, TX
Graduation Date: May 2026
Relevant Coursework: AP Computer Science, Algebra II, Engineering Design
GPA: 3.9/4.0

Skills

- Technical Skills: Python, Microsoft Excel, Adobe Photoshop, 3D Printing Tools
- Soft Skills: Communication, Teamwork, Time Management, Critical Thinking
- Languages: Spanish (Conversational)

Extracurricular Activities & Volunteer Experience

Robotics Club | Team Programmer | Sep 2023 – Present

- Developed code for autonomous robot movement using Python and C++.
- Led a sub-team of 4 members to troubleshoot hardware-software integration, contributing to a 2nd-place finish at the regional meet.

Local Animal Shelter | Volunteer | Jan 2023 – Present

- Cared for animals and cleaned facilities 5 hours weekly, ensuring safe and clean conditions.
- Helped run weekend adoption events, assisting over 30 families in the adoption process.

Projects & Academic Achievements

Website for Robotics Club | Oct 2024

- Designed and launched the club's website using HTML/CSS, improving online registration by 40%.
- Integrated Google Forms for event sign-ups and member feedback.

Science Fair – Renewable Energy Project | Feb 2025

- Created a working model of a wind-powered generator using recycled materials.
- Placed top 5 in the district for innovation and presentation.

Work Experience

Target | Cashier | Austin, TX | Jun 2024 – Aug 2024

- Provided fast, friendly checkout service to 100+ customers daily.
- Maintained 99.9% transaction accuracy while also restocking merchandise during downtime.